

QUALITY ASSURANCE ACTIVITIES FOR THE PERIOD OF THIRD QUARTER (FROM 1st OF JULY TO 30th SEPTEMBER, 2024) - CENTRE FOR QUALITY ASSURANCE, SABARAGAMUWA UNIVERSITY OF SRI LANKA

CENTRE FOR QUALITY ASSURANCE

1. Preparations for conducting workshop on “Assets Management and Board of Surveys for Administrative Staff of SUSL.
2. Director, CQA participated to the validation workshop on, Mapping the South Asian Qualification Reference Framework (SAQRF) with the Sri Lanka Qualification Framework (SLQF) and National Qualifications Framework (NVQF) which was held on 4th July 2024.
3. Director, CQA conducted a session to the first year students (new comers) of Faculty of Computing on Quality Assurance on 9th August 2024 to make the new students aware about the Quality Assurance system exist in the University and to explain the role of students in enhancing the quality of graduate.
4. An awareness session has been conducted at the New Student Orientation Programme 2024, Faculty of Applied Sciences on 26th August 2024.
5. The Strategic Management Plan of CQA for 2024-2028 was submitted to the University Grants Commission and to the Strategic Planning Unit of SUSL in September 2024.
6. Policy on Student Progression, SUSL was developed and submitted to the Senate and subsequently to the Council for approval.
7. SOP on Student Progression, SUSL was developed and submitted to the Senate and subsequently to the Council for approval.
8. Annual Student Satisfaction Surveys 2023 of Faculty of Agricultural Sciences, Faculty of Applied Sciences, Faculty of Management Studies, Faculty of Social Sciences and Languages and Faculty of Technology were completed and the survey reports were developed and submitted to the 59th SSCQA meeting held in August, 2024.
9. Initial steps have been taken to prepare the Annual Activity Plan and Budget of CQA and QA Cells for the year 2025.
10. Initial steps have been taken to develop student charter, SUSL.
11. An Advisory Committee was appointed for Preparedness Activities of Institutional Review, SUSL 2024.

12. Postgraduate applications for the Diploma in Plantation Management and MSc in Plantation Management were submitted to the Senate and subsequently to the Council for approval.
13. A Committee was appointed to develop the employability Report / Tracer Study, SUSL
14. Amendments were done to the committees appointed to develop the Examination Manual and Management Guide, SUSL
15. Updated the CQA Web page.

FACULTY OF GRADUATE STUDIES

16. Awareness Session for Postgraduates - Intellectual Property (IP) Protection and Management, Role of UBLC in value creation process, Intellectual Property Policy of SUSL, Intellectual Property Protection - National and International, IP Commercialization, Patent Information Search and Startup Guide was conducted on 19th September 2024 for RHD & Taught programme candidates with the participation of 44 participants

FACULTY OF AGRICULTURAL SCIENCES

17. Workshop on Curriculum Revision for Department of Agribusiness Management was conducted on 11th August 2024 for the academic staff with the participation of 15.
18. Workshop on Curriculum Revision for Department of Export Agriculture was conducted on 14th August 2024 for the academic staff with the participation of 13.
19. Workshop on Curriculum Revision for Department of Export Agriculture / Livestock Production was conducted on 15th August 2024 for the academic staff with the participation of 13 / 16.
20. Department Level curriculum activities are ongoing.
21. Meetings of Faculty Quality Assurance Cell – FAGS

Meeting no	Date	No of Participants
2	07.08.2024	6
3	21.10.2024	7

FACULTY OF APPLIED SCIENCES

22. Develop the guidelines for scrutiny boards in the faculty and the departments
23. Establish Scrutiny Boards in the Faculty and Departments
24. Submitting the Quality Assurance Activity Plan for 2025
25. Student Feedback collection and analysis
26. Student Feedback detailed report preparation
27. Student Feedback summary report preparation
28. Developing faculty policies with the faculty board-appointed policy development committee (assessment policy, student support services, counselling services, fallback and credit transfer, performance appraisal system, national and international MOUs, staff development, differently abled and disabled students, foreign student policy). This is according to the proposed program review action plan. (Sessions conducted Online)
29. Meetings of Faculty Quality Assurance Cell – FAPS

Meeting no	Date	No of Participants
	23.07.2024	10
	10.10.2024	7

FACULTY OF MANAGEMENT STUDIES

30. Implementation of Quality, Environment and Health & Safety Systems to improve the conducive learning environment of the Faculty (FMS):
Drafted the two documents mentioned below for the Faculty of Management Studies based on the Manual of procedure for conducting university examinations.
 - Guideline for Duties in Conducting Examinations - Supervisors & Invigilators
 - Guideline for Duties of Hall Attendants in Conducting Examinations
31. Started obtaining student feedback (lecturer evaluation) process for the semester (July – October)
32. Informed the HoDs to conduct the peer observations for the semester
33. Other planned QA activities are ongoing
34. No meetings were conducted and discussed the matters under the Faculty Board QA agenda item.

35. Progress of the activities has communicated to the Faculty Board in every month under the FQAC agenda Item.

FACULTY OF MEDICINE

36. Preparation on action plan to prepare the self-evaluation report for SLMC accreditation.

37. Meetings of Faculty Quality Assurance Cell - FOM

Meeting no	Date	No of Participants
2024.4	16.07.2024	10
2024.5	01.08.2024	07

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

38. The documentation of the lecturer evaluation for the January-April 2024 period was under preparation.

39. Faculty board of the FSSL recommended the four Terms of Reference (ToR) for Ad Hoc committee's namely, Career guidance Unit, Curriculum committee, Practical training unit and Web committee on 30th July 2024.

40. Student Satisfactory Survey report of the FSSL was tabled at the faculty board meeting on 27th August 2024.

41. Evaluation Criteria for the Industrial Training and the Research Report was tabled for the recommendation of the Faculty Board on 27th August 2024.

42. Curriculum meetings was conducted to discuss the current progress of the curriculum revision.

43. Meetings of Faculty Quality Assurance Cells:

Meeting no	Date	No of Participants
Faculty QA Cell Meeting 02- 2024	21.08.2024	14

LIBRARY QA CELL

44. The 7th human library project was conducted on 23.10.2024. The resource person was Professor. Sarath Wijesooriya. Nearly 900 online and physical participants participated in the session.

45. conducted a “workshop on working with digital library and hands-on training program” for the SUSL library staff on 05.09.2024

CENTRE FOR OPEN AND DISTANCE LEARNING

Due to non-academic strike could engage any activity.

Third quarter reports of FAGS, FOG and FOT QA cell were not received.

FIRST AND SECOND QUARTER REPORTS OF FACULTY OF GRADUATE STUDIES WERE RECEIVED

First Quarter Report of FGS

1. Workshops / awareness programmes / training programmes

Date	Topic	Target group	No of participants
17.02.2024	What is research problem	MSc Ayurvedic Hospital Management (2021/2023 intake)	22
18.02.2024	Philosophical Assumptions		
09.03.2024	Identification of research questions		
23.03.2024	Literature review - Bibliometrics techniques		
30.03.2024	How to overcome plagiarism		

Second Quarter Report of FGS

1. Workshops / awareness programmes / training programmes

Date	Topic	Target group	No of participants

06/04/2024	Critical thinking and creative writing	Research Higher Degree Candidates (2023 Intake)	10
07/04/2024	Introduction to RHD Programme & Identification of a Research Problem		
20/04/2024	Conducting literature review		
21/04/2024	Research Ethics		
21/04/2024	Library resources & referencing for research		
27/04/2024	The Philosophical Foundation of Research		
28/04/2024	Managing and analyzing quantitative data		
04/05/2024	Quantitative research designs		
05/05/2024	Qualitative research designs		
12/05/2024	Mixed-methods research designs		
19/05/2024	Academic writing		

Report presented by,



Director / Centre for Quality Assurance /SUSL

05.11.2024